


# Scoping Assistance—Engineering Coordination Section

Transportation Planning Branch		Approved: May 19, 2008 Version 1
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## **Purpose**

The purpose of this procedure is to describe how the Transportation Planning Branch (TPB) handles notices of scoping meetings from the Engineering Coordination section of Roadway Design, and the responsibilities of TPB staff in those meetings.

## **Background**

Engineering Coordination Scoping meetings are held to discuss the “scope” or extent of a proposed project. The Engineering Coordination section (previously called Design Services) sets up an initial scoping meeting to discuss projects which they intend to send out to Private Engineering Firms. In order to solicit any pertinent information from TPB, the TPB Staff Engineer will serve as the TPB Point of Contact (PoC) with the Engineering Coordination section. This allows Engineering Coordination staff to contact TPB without needing to know current staff assignments/changes.

## **Responsibility**

It is the responsibility of:

- The **Transportation Planning Branch Point of Contact (PoC)** to review notices of scoping meetings and distribute to both the appropriate Planning and Forecasting Group supervisors.
- The **TPB Group Supervisors** to assign the notice to the appropriate person (**Assignee**) in their Group (they may assign it to themselves).
- The **Assignee** to review the notice and determine what, if any action is needed.

## **Policy, Regulatory, and Legal Requirements**

None

## ***Scheduling and Time Constraints***

Time is constrained by the date of the scoping meeting. If not attending the meeting, the Assignee should respond prior to that date.

## ***Procedures***

The procedure is triggered by receipt of a hard copy of a Scoping Notice and/or packet from Engineering Coordination.

Procedure Input - Engineering Coordination Scoping Notice

Procedure Output - Response to notice (can be in form of email, paper memo; or meeting attendance).

Follow the steps below to perform this procedure.

Step	Action
1	The <b>Transportation Planning Branch Point of Contact (PoC)</b> receives a notice of a Scoping Meeting for a specific project from Engineering Coordination staff. Currently the TPB PoC is Earlene Thomas.
2	The <b>PoC</b> reviews the location (county) of the Project. The PoC makes a copy and provides one copy of the notice to the Planning Group Supervisor covering the county for the subject project. The other copy goes to Supervisor of the appropriate Forecast Group.  The Group Supervisor reports the receipt of the Notice and a summary of information provided on their Quarterly Report.
3	The <b>TPB Supervisors</b> (Planning and Forecasting Groups) review the notice and assigns it to someone in their Group for a response (the <b>Assignee</b> ). They may choose to assign it to themselves.
4	The <b>Assignee</b> will determine the appropriate response. <ul style="list-style-type: none"><li>• If the project is deemed minor, and they have no information on the project or immediate area, they should respond by written memo or e-mail indicating that they have no comment, but they will serve as the project contact should there be any additional Planning or Forecasting questions.</li><li>• If the Assignee has information concerning the project, the information should be provided either in writing prior to the meeting (by e-mail or memorandum to the originator of the notice) or the Assignee should attend the meeting.</li><li>• The Assignee may attend the meeting if they feel it is prudent to do so.</li></ul> Information concerning the project could include (but is not limited to): <ul style="list-style-type: none"><li>• Status of ongoing planning work (forecast, CTP study)</li><li>• CTP recommendations for project</li><li>• Status of Air Quality for area</li><li>• Knowledge of any local controversy</li></ul>

## ***Warnings and Precautions***

None

## ***Resources and Tools***

None

## ***Contacts***

- For suggestions to change this procedure contact: Earlene Thomas (919) 733-4705 ext. 47
- For questions about performing this procedure contact: Earlene Thomas (919) 733-4705 ext. 47

## ***Glossary***

PoC –Transportation Planning Branch Point of Contact

Assignee – The individual designated by the appropriate TPB Group Supervisor to handle the scoping meeting notice.

CTP – Comprehensive Transportation Plan

## ***User Access***

NCDOT Internal Use Only

## ***Flowchart***

None